Functional Category: Classification Compensation

Vendor Response Codes:

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Classification Compensation General Requirements					
CC 1.00	System allows separate salary schedules to be maintained by job classification.					
CC 2.00	System maintains effective dates for salary table to allow for future pay adjustments					
CC 3.00	System maintains effective dates for Class data to allow for future pay adjustments					
CC 4.00	System retains previous salary and hours data and effective dates for use when calculating retroactive pay adjustments					
CC 5.00	System provides salary data for user defined employee groups.					
CC 6.00	System maintains salary tables with the following types of programs :					
CC 6.01	Salary range structure (minimum / control points (mid, quartile, etc.) / maximum structure).					
CC 6.02	Salary schedules with steps within schedule (unlimited steps)					
CC 6.03	Special salary schedules: steps defined by classification.					
CC 7.00	System will record base rate as follows:					
CC 7.01	Per annum					
CC 7.02	Per month					
CC 7.03	Per day					
CC 7.04	Per hour					
CC 7.05	Per session					
CC 7.06	Per visit					
CC 8.00	System will code additional pay as follows:					
CC 8.01	Flat rate					
CC 8.02	Percentage of current salary					
CC 8.03	Based on other combinations of base rate and additional pay					
CC 8.04	Overridden amounts (user entered)					
CC 8.05	Per hour					
CC 8.06	Schedule and level bonus (pays on a different schedule and/or level)					
CC 9.00	System supports the ability to generate additional pay based on circumstances as follows:					
CC 9.01	Pay type					
CC 9.02	Organization (Agency, Dept, Div, Cost Center)					
CC 9.03	Work location					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
CC 9.04	Position					
CC 9.05	State classification					
CC 9.06	Duties performed					
CC 9.07	Shift worked					
CC 9.08	Skills					
CC 9.09	Certificates					
CC 9.09	Licenses					
CC 9.10	Languages					
CC 9.11	Education					
CC 9.12	Current base pay step					
CC 9.13	Pay differentials					
CC 9.14	Time in classification					
CC 9.15	Time & attendance					
CC 9.16	Status of any other variable as of a particular date (ex - work location 2 years ago)					
CC 10.00	System provides analysis of compensation by dept. / budget / division / class for the following:					
CC 10.01	Salary					
CC 10.02	State contributions to Benefits					
CC 10.03	State contributions to retirement (including ability pre-payment of State portion and allocation of State costs to appropriate period)					
CC 11.00	System projects annual salary (gross and net) and benefit costs for the year:					
CC 11.01	By Person					
CC 11.02	By Organization (Agency, Dept, Div, Cost Center)					
CC 11.03	By Class					
CC 11.04	By EEO					
CC 12.00	System projects costs for future fiscal years or specific time periods, assuming variable user specified increases in salary and benefits; and time frames.					
CC 13.00	System must have the ability to change or model any cost factor so that comprehensive forecasts can be generated and reported.					

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
CC 14.00	System must be able to provide actual costs and benefits of each employee including regular salary and wages, incentive pay, and all State paid costs. System must also be able to sort and report all cost by the various groups such as agency, fund and budget unit field.					
CC 15.00	System assesses the impact of salary proposals by accessing the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization, etc.) and show individual benefit costs and totals by benefit type.					
CC 15.01	Base pay					
CC 15.02	Overtime					
CC 15.03	Call back					
CC 15.04	Schedule and step bonuses					
CC 15.05	Sick					
CC 15.06	Clothing allowance					
CC 15.07	Leave (all types)					
CC 15.08	Shift differential pay					
CC 15.09	Premium pay					
CC 15.10	Education allowance					
CC 15.11	Retirement					
CC 15.12	Cafeteria plans					
CC 15.13	Savings plan					
CC 15.14	State Disability Insurance					
CC 15.15	Standby pay					
CC 15.16	Other special allowances					
CC 16.00	Compensation should be integrated with the following areas:					
CC 16.01	Personnel Administration					
CC 16.02	Payroll					
CC 16.03	Budget Development					
CC 16.04	Position Control					
CC 16.05	Applicant Tracking					
CC 16.06	Retirement System					
CC 17.00	System automatically recalculates salary due to personnel actions such as promotions, demotions, etc.					
CC 18.00	System supports user defined approval and routing for all compensation changes (base rate, bonuses, additional pay, etc.)					

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CC 19.00	System supports workflow notification boxes or emails					
	Pay Rate Maintenance					
CC 20.00	System provides on-line update of salary schedule changes :					
CC 20.01	Across the board					
CC 20.02	By individual merit					
CC 20.03	By job classification					
CC 20.04	By agency/organization					
CC 20.05	By bonus					
CC 21.00	System automatically implements employee step pay plan.					
CC 22.00	System supports the determination of eligibility for step increases by:					
CC 22.01	Effective Date of Current Step					
CC 22.02	Last Overall Performance Rating, including effective date of rating					
CC 22.03	Classification					
CC 22.04	Duties performed					
CC 22.05	Skills					
CC 22.06	Certificates					
CC 22.07	Licenses					
CC 22.08	Languages					
CC 22.09	Education					
CC 22.10	Work location					
CC 22.11	Hours worked last 12 months					
CC 22.12	Hours worked last 12 months in current classification					
CC 22.13	Eligible to advance step					
CC 22.14	Eligible for over top step					
CC 22.15	Status of any other variable as of a particular date (ex - work location 2 years ago)					
CC 23.00	System supports mass change capability for the purposes of changing salaries (e.g. COLA changes, MAP increase based on performance rating) in batch.					
CC 24.00	System supports mass pay transactions based on any field held within the database (e.g.: uniform allowances for all sworn employees).					
CC 25.00	System records historical information for all compensation changes					
CC 26.00	System supports user defined reasons for pay rate changes.					
CC 27.00	System supports a base pay rate to three digits past the decimal point ($0.000) and corresponding salary schedule.					

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CC 28.00	System supports recording persons additional pay to three digits past the decimal point ($0.000).					
CC 29.00	System supports user defined approval mechanisms for the approval of all compensation changes (base rate, bonus, additional pay, etc.).					
CC 30.00	System provides salary history for each employee.					
CC 31.00	System tracks position history					
Classification Audits						
CC 32.00	System should provide ability to route automated job postings for job classification audit as follows:					
CC 32.01	Job descriptions associated with all new positions					
CC 32.02	Job descriptions or job classifications under revision					
CC 32.03	All job descriptions associated with a specific job class					
CC 32.04	Upon request by agency to properly classify a position management believed to be misclassified					
CC 32.05	Through budget requests for a change in position classification, new classes and new positions					
CC 32.06	At user defined interval since last audit					
CC 32.07	Random audits of all existing job descriptions					
CC 33.00	System should support audit of job descriptions for:					
CC 33.01	Classification					
CC 33.02	FLSA status					
CC 33.03	Pay group					
CC 33.04	Position					
CC 33.05	Minimum job requirements					
CC 33.06	Licenses and certificates required					
CC 33.07	Any other user defined fields associated with the job					
CC 34.00	System should provide ability to capture and maintain pertinent information associated with job classification audits.					
CC 35.00	System should provide ability to maintain a complete history, via multiple effective dated rows, associated with all audit activity.					
Query Requirements						
CC 36.00	System provides the ability to perform analysis of personnel expenses based on user defined selection criteria.					
CC 37.00	System provides ability to perform "what if" analysis on proposed compensation changes.					

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	Reporting Requirements					
CC 38.00	System provides the following reports :					
CC 38.01	Cost Projections					
CC 38.02	Classifications					
CC 38.03	Salary Change History					
CC 39.00	System provides data to annually prepare the Class\Comp Plan for :					
CC 39.01	Class codes					
CC 39.02	Class titles					
CC 39.03	Occupational / Groups					
CC 39.04	Monthly salaries					
CC 39.05	Min/ max salaries					
CC 40.00	System reports in the Salary Report :					
CC 40.01	Number of positions by class					
CC 40.02	Number of terminations by class					
CC 40.03	Number of hires by class					
CC 40.04	Number of promotions by class					
CC 40.05	Termination reasons by class					
CC 41.00	System shall have the ability to generate standard and user defined reports (for instance, Position Classification Questionnaire used for Auditing purposes).					
	Data Requirements					
CC 42.00	System tracks the following data within each salary schedule :					
CC 42.01	Step					
CC 42.02	Schedule type (fixed, range, etc.)					
CC 42.03	Minimum					
CC 42.04	Maximum					
CC 42.05	Midpoint					
CC 42.06	Quartile					
CC 42.07	Salary table					
CC 42.08	Overtime eligible					
CC 43.00	System provides the following data for additional pay items:					
CC 43.01	Pay code					
CC 43.02	Calculation method (%, flat rate, etc.)					
CC 43.03	Amount (fixed amount, %, etc.)					

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CC 43.04	Calculation frequency (every pay period, monthly, on anniversary date, etc.)					
CC 43.05	Taxable (federal, state, FICA, etc.)					
CC 43.06	Longevity					
CC 43.07	Civil Service					
CC 43.08	Date of Last Audit					